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UNCLAS SECTION 01 OF 02 AMMAN 000291

SIPDIS

E.O.: 12958: N/A

TAGS: [AMGT](#) [OTRA](#) [MOPS](#) [IZ](#) [JO](#)

SUBJECT: Support to Coalition Provisional Authority

[1](#)1. Summary: In October 2003, Embassy Amman created its Iraq Support Unit to coordinate Iraq-related activities in Jordan and assist travel of official visitors through Amman to and from Iraq. To facilitate such travel, guidelines are repeated below for U.S. civilian and military personnel traveling to Jordan for Iraq-related business or requesting embassy support for transits. End summary.

#### Iraq Support Unit

[1](#)2. In October 2003, Embassy Amman created its Iraq Support Unit. The purpose of the unit is to provide enhanced support to activities conducted in Jordan on behalf of the Coalition Provisional Authority (CPA) and the building of a democratic, secure and prosperous Iraq. The Iraq Support Unit (ISU) coordinates Embassy Amman's support for CPA's programs and activities in Jordan and facilitates official travel to and from Baghdad. Reporting to the Ambassador through the DCM, the ISU tracks for the Ambassador all activities related to Iraq conducted by USG officials located in Jordan.

[1](#)3. The ISU, by virtue of its coordinating role for all USG or Iraq-related activities in Jordan, works in close cooperation with CENTCOM's Humanitarian Assistance and Coordination Center (HACC), which is also located in Embassy Amman.

[1](#)4. Staff of the ISU can be contacted as follows:

Iraq Liaison Officer (as of January 23, 2004)  
Bob MacCallum  
962-6-592-2473

More contact information to follow upon his arrival.

Deputy Liaison Officer  
Amanda Allen  
962-6-592-2471  
962-79-516-2909 (cell)  
AllenAk2@state.gov(email)

Logistics Coordinator  
Cheryl Martinez  
962-6-592-2723  
962-79-549-3827(cell)  
martinezct@state.gov(email)

#### Country Clearance Process

[1](#)5. The ISU works directly with the Embassy Amman Forward Liaison Officer at CPA in Baghdad, who is the focal point for requests for Embassy support originating in Baghdad. All personnel on official travel to Jordan must be granted country clearance. For CPA civilian personnel in Iraq, such requests should be transmitted through the Embassy Amman Forward Liaison Officer via e-mail, along with any requests for travel assistance by the ISU. Travelers to Iraq originating in Washington and elsewhere and transiting Jordan should continue to send country clearance requests by cable to Embassy Amman, describing their anticipated needs for support or facilitation. U.S. military personnel outside Iraq MUST continue to arrange country clearances through existing channels.

#### Instructions for Civilians on Official Travel

[1](#)6. Civilian USG employees planning travel to Jordan whose travel originates in any location other than Iraq should continue to send a country clearance request by cable. There is no change in this procedure.

[1](#)7. American citizen CPA civilian personnel traveling to Jordan on official business, R&R, or any travel for which Embassy support may be requested (e.g., transits) MUST send an email to Embassy Amman's Iraq Support Unit (ISU) to request country clearance. One message can be sent for multiple personnel traveling as one group. ISU will forward messages to appropriate offices within Embassy Amman for action. Embassy Amman will reply, indicating if clearance has been granted, and in that event, providing the name of a control officer or Point of Contact, security guidance, and information regarding the specific travel proposed. CPA military personnel are subject to a separate clearance process under the authority of the Defense Attache's Office and in accordance with the DOD Foreign Clearance Guide.

Steps for preparing an email country clearance message follow:

1A. Please address your emails to:

Bob MacCallum's e-mail address to follow

Allenak2@state.gov

martinezct@state.gov

and send cc copies to:

muellerk@orha.centcom.mil

youngtm@state.gov

browntj@state.gov

1B. Subject line: Country Clearance request - Doe, John

1C. Text of message:

1. NAME OF TRAVELER(S)

2. HOME AGENCY

3. CPA POSITION TITLE

4. ITINERARY IN JORDAN

5. PURPOSE OF VISIT TO JORDAN (WITH SPECIFICS)

6. CLEARANCES OF TRAVELER(S)

7. POINT OF CONTACT IN EMBASSY, IF ANY

8. FISCAL DATA, IF AFTER-HOURS LOGISTICAL SUPPORT WILL BE REQUIRED

9. REQUESTED EMBASSY SUPPORT

Instructions for Military Personnel on Official Travel

8. Emails requesting country clearance through Embassy Amman's Defense Attach Office should adhere to the following format:

FM: ENTER YOUR ORGANIZATION NAME)

TO: USDAO AMMAN JO

INFO: AS REQUIRED BY YOUR ORGANIZATION)

SUBJ: TRAVEL CLEARANCE REQUEST

1A. Country(ies) to be visited

1B. Traveler's information (list each traveler, highest grade first)

1C. Dates of travel and itinerary (flight information if Available)

1D. Purpose of travel ("official business" is not adequate)

1E. Visited organization

1F. Support required and funding

1G. Statement(s)

a. Special Area clearance is/is not requested

b. Level 1 AT/FP training completed on (insert date or state it will be completed prior to travel)

1H. Theater specific requirements

1I. Country Specific requirements

1J. Traveler's point of contact

More specific guidance for each paragraph is provided in the Foreign Clearance Guide, accessible at [www.fcg.pentagon.smil.mil](http://www.fcg.pentagon.smil.mil)

9. Requests for country clearance for Jordan for military personnel in Iraq may be sent by email and be addressed to:

Primary Unclassified: [rjackson@san.osd.mil](mailto:rjackson@san.osd.mil)

Secondary Unclassified: [mrepetski@san.osd.mil](mailto:mrepetski@san.osd.mil)

Primary Classified: [jacksork@jorsao.centcom.smil.mil](mailto:jacksork@jorsao.centcom.smil.mil)

Secondary Classified: [reptskimj@jorsao.centcom.smil.mil](mailto:reptskimj@jorsao.centcom.smil.mil)

Cc Unclassified: [rcarlson@san.osd.mil](mailto:rcarlson@san.osd.mil)

Cc Classified: [carlsonrkms@state.sgov.gov](mailto:carlsonrkms@state.sgov.gov)

10. Thank you for your assistance.

GNEHM